



*Sunshine Meeting  
of the  
Vigo County Council  
June 1, 2021*

# **VIGO COUNTY COUNCIL SUNSHINE MEETING**

**June 1, 2021**

**5:00 P.M.**

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# **VIGO COUNTY COUNCIL SUNSHINE MEETING**

## **Agenda**

**Tuesday, June 1, 2021 at 5:00 P.M.**

**Council Chambers, Vigo County Annex**

1. Pledge of Allegiance
2. Calling of the roll
3. First reading by summary reference of proposed ordinances and resolutions
  - i. ROC 2021-028, Additional Appropriation Ordinance 2021-18: Vigo County Prosecutor – appropriation into Return of Fugitives line item
  - ii. ROC 2021-029, Additional Appropriation Ordinance 2021-19: Seized Asset Fund – appropriations into Operating Expenses and Confidential Funds line items
  - iii. ROC 2021-030, Salary Ordinance 2021-14, Amend salary for Deputy Clerks, Assistant Supervisor and Supervisor
  - iv. ROC 2021-031, Annual tax abatement compliance review
    - Steel Dynamics Heartland, LLC (Personal Property)
    - ADVICS Manufacturing Indiana, LLC (Personal Property)
    - Verdeco Recycling Midwest, Inc. (Personal Property)
    - Casey's Marketing Company (Personal Property)
    - Casey's Marketing Company (Real Property)
    - Futurex Industries, Inc. (Real Property)
    - Verdeco Recycling Midwest, Inc. (Personal Property)
4. Public comment.
5. Communications from elected officials, other officials, or agencies of the County
6. Reports from committee(s)
7. Ordinances relating to appropriations
  - i. Additional Appropriation Ordinance 2021-18; ROC 2021-28: Vigo County Prosecutor
  - ii. Additional Appropriation Ordinance 2021-19; ROC 2021-29: Seized Asset Fund
  - iii. Salary Ordinance 2021-14; ROC 2021-30: Vigo County Clerk
8. Adjournment

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the Taxpayers of Vigo County, Indiana, that the Vigo County Council will meet at the Vigo County Government Center, 127 Oak Street, Terre Haute, Indiana at 5:00 p.m. on Tuesday, June 1, 2021 to consider the following appropriations in excess of the budget of the current year. The Vigo County Council will also meet on Tuesday, June 8, 2021, at the same location for a Sunshine Meeting.

REQUESTED

**COUNTY GENERAL FUND/1000**

**Prosecutor/0009**

1000.32360.000.0009 Return of Fugitives	\$ 15,000
<b>Total County General Fund</b>	<b>\$ 15,000</b>

**SEIZED ASSETS/4967**

4967.36700.000.0000 Operating Expenses	\$ 30,000
4967.35900.000.0000 Confidential Funds	20,000
<b>Total Seized Assets Fund</b>	<b>\$ 50,000</b>

**VIGO COUNTY HEALTH DEPARTMENT/1159**

1159.10010.000.0000 Salaries	\$ 6,910
1159.15210.000.0000 FICA/SSN	\$ 529
1159.15220.000.0000 PERF	\$ 982
<b>Total Health Fund</b>	<b>\$ 8,421</b>

Pursuant to State of Indiana Executive Order 20-09 (the "Order"), the meeting will be made available by electronic means. Any votes conducted will be by roll call vote. In accordance with the Indiana Open Door Law and the Order, media and members of the public are encouraged to observe the meeting at <https://www.vigocounty.in.gov/departments/division.php?structureid=71> . Members of the public may submit comments prior to the meeting to [county.council@vigocounty.in.gov](mailto:county.council@vigocounty.in.gov)

**JAMES W. BRAMBLE**

**VIGO COUNTY AUDITOR**

**TO BE PUBLISHED: Friday, May 21, 2021.**



**TERRY R. MODESITT**  
**PROSECUTING ATTORNEY**  
**OF VIGO COUNTY**  
VIGO COUNTY COURT HOUSE  
33 SOUTH THIRD STREET  
TERRE HAUTE, IN 47807  
PHONE (812) 462-3305  
FAX (812) 238-1096



To: Vigo County Council

April 23, 2021

RE: Vigo County Prosecutor's Office Council Request

It is respectfully requested that the following additional appropriations be discussed at the June Council Meetings.

**An additional appropriation of \$15,000 into the Prosecutor - Return of Fugitives line item.**

This line item had an initial appropriation for 2021 of \$6,000, which has been sufficient in prior years. As of this time, the Prosecutor's Office has already utilized these funds for the following:

<u>Name</u>	<u>Case Information</u>	<u>Transport from</u>	<u>Cost</u>
Clifford Simmons	84D05-1608-F3-002087 Robbery Resulting in Bodily Injury, Level 3 felony	Florida	\$2,495.25
Bobbie Brown	84D04-2008-F6-002786 Strangulation, Level 6 felony, Domestic Battery, A misdemeanor 84D05-2009-F5-003196 Failure to Register as a Sex Offender, Level 5 felony	Mississippi	\$1,205.00
Jamarian Gregory	84D03-1602-F2-000475 Dealing in a Narcotic Drug, Level 2 felony Dealing in Methamphetamine, Level 2 felony	California	\$3,198.11
Candace Jones	84D03-2005-F2-001734 Dealing in Methamphetamine, Level 2 felony Manufacturing Methamphetamine, Level 2 felony	California	\$3,903.00 (upcoming)

Respectfully Submitted,

Robert E. Roberts  
Chief Deputy Prosecuting Attorney  
Vigo County, Indiana



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**PROSECUTING ATTORNEY**  
**OF VIGO COUNTY**  
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TERRE HAUTE, IN 47807  
PHONE (812) 462-3305  
FAX (812) 238-1096



To: Vigo County Council

April 29, 2021

RE: Vigo County Prosecutor's Office Council Request

It is respectfully requested that the following additional appropriations be discussed at the June Council Meetings.

An additional appropriation of \$30,000 in the Seized Asset line item – Operating Expenses 36700. This is primarily going to be used to cover overtime expenses related to the investigations conducted by the Drug Task Force Detectives or after hours callouts to assist with drug related arrests.

An additional appropriation of \$20,000 in the Seized Asset line item – Confidential Funds 35900. These funds are primarily used for investigations for the controlled purchases of controlled substances.

These funds are solely derived from forfeiture actions arising out of drug related seizures. During the annual budget process, we conservatively estimate income for this account. But, as noted in prior discussions, the number of drug cases being prosecuted has dramatically increased in the last four years, resulting in additional costs of those investigations and the overtime accrued by the detectives. This has also resulted in an increase of income for this account, which can then be used to defray the costs of future investigations.

Respectfully Submitted,

Robert E. Roberts  
Chief Deputy Prosecuting Attorney  
Vigo County, Indiana

# BRADLEY M. NEWMAN

## CLERK OF THE CIRCUIT COURT

43<sup>RD</sup> JUDICIAL CIRCUIT

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Mr. President and Members of the County Council:

The Vigo County Clerk's Office is requesting job reclassifications for our employees. We are currently a COMOT A and would like to be moved to COMOT C. The clerk's office is the first point of contact for most who enter the courthouse. We handle new filings, subsequent filings, records requests, bookkeeping, receiving fees, and elections. Our jobs are detail oriented and often time sensitive. If a filing isn't done correctly, it can result in delays to the Courts, the public, the State and Election Candidates.

During the course of the pandemic, we have proven to be essential to the Courthouse staying open. Often times, the Clerk's office were the only county employees working in the building. It is essential for us to be present in the courthouse to do our job which allowed Judges, Court Staff, Prosecutors Office and many others to work remotely. We also continued to process fees, take child support payments and we ran the largest election in Vigo County history.

The Clerk's office unfortunately has become a revolving door for county government employees. We hire someone, they become excellent clerks, and then they leave our office to make more money in other County offices. We have hired 26 people in the last 4 years and 5 months. We by no way discourage anyone from trying to better themselves, however, we would just like to curb this from happening by balancing our compensation with the other Courthouse offices. This would ensure the work we perform and our excellent employees will stay employed at the Clerk's office.

Our Deputy Clerks are trained to work in all aspects of the Clerk's office. At any time they may be asked to move to another position or to fill in for one of their coworkers. For this reason, instead of having multiple job descriptions for deputy clerks, we have made two-one for deputy clerks and one for all supervisor Deputy Clerks.

In the last 4 years and 5 months, our office has saved the county: \$260,556.74. \$148,532.74 of said savings has been added to the general fund and \$112,024.00, in other savings. (Spreadsheet attached) Although the increase in payroll would be significant, we believe it is necessary in helping the Clerk's office retain the wonderful employees we have. This would decrease the cycle of turnover resulting in additional savings by not constantly training new employees. This would also increase our productivity for the Courts and elections. Training in the Clerk's Office can take 3 months to a year depending on the department. All employees are cross trained to work in other areas which adds more training time.



33 SOUTH 3<sup>RD</sup> STREET, TERRE HAUTE, INDIANA 47807

TELE: (812)462-3211

FAX: (812)232-2921

BRADLEY M. NEWMAN  
CLERK OF THE CIRCUIT COURT

43<sup>RD</sup> JUDICIAL CIRCUIT

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In the event the Council approves this request, we are asking that the Deputy Clerks be moved to a Commot C with base pay of \$20.65, Assistant Supervisor's be taken to the middle stage of the Commot C and make it a C+ with salary of \$21.34 per hour and the Supervisors be moved to Commot D with salary of \$22.02. Joyce Raley, we would ask be grandfathered in and stay at her current salary of \$23.46.

Respectfully submitted

  
Bradley M. Newman



33 SOUTH 3<sup>RD</sup> STREET, TERRE HAUTE, INDIANA 47807

TELE: (812)462-3211

FAX: (812)232-2921



## CLERK NEW INCOME AND SAVINGS 2016-2021

NEW INCOME TO THE COUNTY	INCOME	EXPLANATION
SUPPORT FEE COLLECTIONS	\$ 25,000.00	COLLECTIONS ON 2011 ANNUAL SUPPORT FEES. THIS IS THE ONLY YEAR THE CLERK CAN COLLECT.
CERTIFICATE OF DEPOSIT	\$ 1,780.00	INCREASED SIZE OF CD AND MOVED IT TO A BANK WITH BETTER RATES. THIS AMOUNT IS THE INCREASE IN INTEREST.
SOLD ELECTION SCANNERS TO KANE CO. IL	\$ 1,444.76	SCANNERS NO LONGER USEABLE WITH NEW EPB
ELECTION GRANT FOR SECURITY	\$ 51,243.00	INSTALLED NEW DOORS & SECURITY SYSTEM AT THE 13TH STREET WAREHOUSES
CARES ACT ELECTION GRANT FOR COVID-19	\$ 22,607.35	PRIMARY 2020 COVID-19 GRANT GOES BACK TO THE COUNTY *Notice received 9/15/20
INTEREST ON CD RENEWAL 7/24/20	\$ 46,370.63	CD TOTAL INCREASED 2nd TIME, GOES BACK TO THE COUNTY GENERAL FUND
SALE OF VOTING BOOTHS	\$ 87.00	QUIETUS TO THE GENERAL FUND MARCH 2021
TOTAL NEW INCOME	\$ 148,532.74	
COMPANY	SAVINGS	EXPLANATION
BRINKS-SAVINGS PER YEAR \$6972.00	\$ 27,888.00	STOPPED USING BRINKS. SHERIFF TAKES DEPOSITS WITH ONE OF OUR STAFF, AT NO CHARGE.
QUENCH-SAVINGS PER YEAR \$1584.00	\$ 6,336.00	REMOVED 4 WATER COOLERS.
DATA PROCESSING-SAVINGS PER YEAR \$1,400.00	\$ 5,600.00	NO LONGER USE THIS COMPANY. FOUND A WAY TO OBTAIN FREE SHREDDING.
FILE CABINETS FOR COURT RECORDS	\$ 24,600.00	SAVED ON ONE TIME PURCHASE BY BUYING USED FILE CABINETS.
SERVE PRO FOR THE VOTE CENTERS	\$ 16,000.00	SANITIZING & CLEANING VOTE CENTERS FOR FREE IN 2020
NEW COMPUTERS 2016	\$ 16,100.00	23 NEW COMPUTERS PURCHASED BY IT BUDGET IN 2016
SECRETARY OF STATE CEATS PROGRAM FOR 3 STAFF 2018-2019, 2021-2022	\$ 7,500.00	CERTIFICATION ELECTION ADMINISTRATION TECHNOLOGY AND SECURITY COURSE THROUGH VSTOP AT BALL STATE, 170 HOUR COURSE LOAD SCHOLARSHIPS AT \$2500.00 EACH
7 LAPTOPS AND HEADSETS FOR INVEST	\$ 8,000.00	PURCHASED FROM IV-D INCENTIVE FUNDS AT 100% FOR TRAINING ON NEW STATE CHILD SUPPORT SYSTEM CALLED INVEST (INDIANA VERIFICATION ENFORCEMENT SUPPORT TRACKING)
TOTAL SAVINGS	\$ 112,024.00	
TOTAL NEW INCOME & SAVINGS	\$ 260,556.74	

## **POSITION DESCRIPTION COUNTY OF VIGO, INDIANA**

**POSITION:** Deputy Clerk  
**DEPARTMENT:** Clerk  
**DIVISION:** Main Office  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** May, 2021

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Deputy Clerk for the Vigo County Clerk's Office, responsible for preparing and maintaining accurate Court Records, establishing juvenile, CHINS, criminal and civil cases and assisting the public in all facets of the Court processes. Responsible for all financial and bookkeeping duties outlined by Court Orders and State statutes. In addition the Deputy Clerk is responsible for all phases of the Election process.

### **DUTIES:**

Answers telephone and greets office visitors, determines nature of the call, responds to inquiries, provides information and assistance. Takes messages and/or directs call to appropriate individual or department office.

Conducts data entry of Court documents such as Judgments, Mortgage Foreclosures, Court Costs, fines and fees, bonds and restitutions. Maintains various ledgers/spreadsheets, including credit card payments, records receipts, disbursements and daily deposits. Accesses fee bills issued by the Courts. Read and interpret orders from the Courts for entry into financial. Maintain and track voided checks, check register and daily, monthly and yearly reports. Retrieves bond payments and related paperwork from the Jail daily and processes payments, including recording City of Terre Haute Clerk's paperwork for bonds. Receipts mail, walk-in and credit card payments on judgment, bond, criminal fees, court costs, restitutions, child support and filing fees. Prepares daily deposit for the bank, combining up to 15 cash tills into one deposit, making sure all tills are balanced. Prepares praecipe for Sheriff Sales on mortgage foreclosures. Processes all disbursements according to the Court orders and State statutes. Preparation of bank reconciliation. Retention and storage of all financial documentation. Writes Special Order of the Court for release of unclaimed property held by the State.

Completes documents for the assigned courts including processing (sort, stamp, open and distribution) incoming and outgoing mail (including electronic and conventional) and filing loose papers in the correct court files.

Prepares and compiles new case files including court file marking of documents and assigning new court cases and/case numbers. Gathers and prepares court case histories and receives various court fees.

Records and processes various court orders, including but not limited to, preparing orders received from the courts and providing copies to all involved parties. Prepares and prints the chronological case summaries (CCS). Enters various information into appropriate computer programs, such as bankruptcies, release and satisfactions, fee bills and Court orders. Processes events into the case summaries to become permanent record of the Court.

Processes various court documents, including, but not limited to, summons, warrants and subpoenas, proceeding supplementals, petitions, motions, estates, guardianships and appeals.

Maintains files and filing system, including maintaining files in chronological and numerical order.

Processes and maintains information in state systems such as Odyssey, INCITE, ISETS, INvest File & Serve, Confirmed Delivery, SVRS, Microsoft Word, Excel and Power Point.

Provides quarterly statistics for the State of Indiana.

Obtains filed records for the Courts and/or individuals.

Performs various clerical duties, such as typing various documents, scanning, imputing data entry, and retrieving mail and distribution as required.

Answers requests for records/documents including obtaining copies of various records for Courts, abstractors, genealogists and the public.

Participates in all phases of elections. Training of poll workers, maintain the voting equipment, set-up and return of equipment on Election Day, tabulation of all ballots to insure an accurate election.

Carefully check and send out all travel board, absentee, and military ballot applications and securely maintains returned voted ballots.

Issues and records all Vigo county marriage licenses. Maintains the permanent records of all marriage licenses.

Receives and receipts fees, certifies copies of records.

Organizes files in assigned areas of Courthouse, Community Corrections and Records Warehouse to ensure efficient retrieval.

Manually and/or computer searches records by name for file retrieval.

Prepares invoices and receives payments from abstractor's offices.

Performs duties of co-workers as needed or to maintain department operations. Cross training is required.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED (College Degree preferred)

Ability to meet all employer and Department hiring requirements, including passage of a drug test.

Experience and knowledge of standard accounting practices and principles, with ability to assure proper preparation and maintenance of finance ledgers, statements and financial records.

Working knowledge of standard accounting practices and principles, with ability to assure proper maintenance and storage of records.

Working knowledge of standard office procedures and computer software programs used by the Clerk's office, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard policies, practices and legal requirements of the Department, with ability to effectively respond to inquiries, receive payments, and apply appropriate procedures accordingly.

Knowledge of Standard English grammar, spelling and punctuation, and ability to prepare correspondence, documents and written reports as required.

Knowledge of basic filing systems and ability to create and maintain accurate and complete Department files.

Ability to properly operate standard office equipment, such as computer, scanner, calculator, credit machine, fax machine, copier and telephone.

Ability to understand, memorize, retain, and carry out verbal and written instructions and present findings in oral or written form.

Ability to effectively communicate orally and in writing with co-workers, other county departments, State Agencies, Attorneys and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out verbal and written instructions and present findings in oral or written form.

Ability to multi-task and prioritize filings in order of time sensitivity as to not delay court functions.

Ability to compare or observe similarities and differences in data, compile, collate or classify data, coordinate and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on multiple tasks at the same time and work rapidly for long periods, occasionally under pressure of deadlines.

Ability to apply knowledge of people and/or locations, and plan/layout assigned work projects.

Ability to perform arithmetic calculations and accounting principles.

Ability to provide public access to and maintain confidentiality of Department information and records according to State and Federal requirements.

Ability to work extended hours for daily work, special projects and elections.

Ability to pass a background check as a federal requirement to working Child Support. Also must be willing to be finger printed under the same federal requirement.

## **II. RESPONSIBILITY:**

Incumbent performs duties according to a flexible, customary routine with work priorities primarily determined by supervisor. Assignments are guided by definite objectives using a variety of methods or procedures. Periodically, decisions are made in the absence of specific policies, and/or guidance from supervisor. Errors in work are primarily prevented through standard audit controls, bookkeeping checks and detected through notification from other departments, agencies, or the public. Undetected errors could result in work delays in other departments or agencies, or inconvenience to other agencies or the public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, State Agencies, Attorneys and the public for purposes of exchanging information.

Incumbent reports directly to their assigned Deputy Clerk Supervisor.

#### **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting/walking at will, lifting/carrying objects weighing up to 50 pounds, bending, reaching, crouching/kneeling, keyboarding, close/far vision, color/depth perception, handling/grasping objects, speaking clearly, and hearing sounds/communication. Incumbent occasionally works extended hours.

#### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Deputy Clerk/Records for the Clerk's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading the job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ NO \_\_\_\_\_

Explanation if "yes" \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant/Employee Signature

Date

\_\_\_\_\_  
Print or Type Name

## **POSITION DESCRIPTION COUNTY OF VIGO, INDIANA**

**POSITION:** Deputy Clerk Assistant Supervisor  
**DEPARTMENT:** Clerk  
**DIVISION:** Main Office  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** May, 2021                      **STATUS:** Full-time  
**DATE REVISED:**                                      **FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Deputy Clerk Assistant Supervisor for the Vigo County Clerk's Office, responsible for assisting the supervision of Deputy Clerks along with preparing and maintaining accurate Court Records, establishing juvenile, CHINS, criminal and civil cases and assisting the public in all facets of the Court processes. Responsible for all financial and bookkeeping according to Court orders and State statutes. In addition the Deputy Clerk Assistant Supervisor is responsible for all phases of the Election process.

### **DUTIES:**

Plans and schedules events for the various departments.

Attend regularly scheduled supervisor's meetings.

Plan and discuss the budget for the various departments.

Conduct training sessions for various department workers.

Submit reports to Odyssey, File & Serve, ISETS, INvest, SVRS and other state entities.

Attend state and regional conferences and training workshops.

Monitor work-loads and distribute the work as evenly as possible to the various Deputy Clerks.

Attend County Council & Commissioner meetings and report to the other supervisors.

Assists the Supervisor in completing annual Deputy Clerk evaluations.

Assists the Supervisory in maintaining Election and Office inventory.

Maintain a harmonious work environment.

Attend Election meetings and coordinate election processes.

Approves time off requests.

Provides Supervisor with input on employee performance for disciplinary actions.

Assists Supervisor in writing training manuals and conducting training sessions for their departments. Also, assists the Supervisor in writing training manuals and conducting training of staff and poll workers for elections.

Assists the Deputy Clerks in all of the duties listed below:

Answers telephone and greets office visitors, determines nature of the call, responds to inquiries, provides information and assistance. Takes messages and/or directs call to appropriate individual or department office.

Conducts data entry of Court documents such as Judgments, Mortgage Foreclosures, Court Costs, fines and fees, bonds and restitutions. Maintains various ledgers/spreadsheets, including credit card payments, records receipts, disbursements and daily deposits. Accesses fee bills issued by the Courts. Read and interpret orders from the Courts for entry into financial. Maintain and track voided checks, check register and daily, monthly and yearly reports. Retrieves bond payments and related paperwork from the Jail daily and processes payments, including recording City of Terre Haute Clerk's paperwork for bonds. Receipts mail, walk-in and credit card payments on judgment, bond, criminal fees, court costs, restitutions, child support and filing fees. Prepares daily deposit for the bank, combining up to 15 cash tills into one deposit, making sure all tills are balanced. Prepares praecipe for Sheriff Sales on mortgage foreclosures. Processes all disbursements according to the Court orders and State statutes. Preparation of bank reconciliation. Retention and storage of all financial documentation. Writes Special Order of the Court for release of unclaimed property held by the State.

Completes documents for the assigned courts including processing (sort, stamp, open and distribution) incoming and outgoing mail (including electronic and conventional) and filing loose papers in the correct court files.

Prepares and compiles new case files including court file marking of documents and assigning new court cases and/case numbers. Gathers and prepares court case histories and receives various court fees.

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Processes various court documents, including, but not limited to, summons, warrants and subpoenas, proceeding supplementals, petitions, motions, estates, guardianships and appeals.

Maintains files and filing system, including maintaining files in chronological and numerical order.

Processes and maintains information in state systems such as Odyssey, INCITE, ISETS, INvest, File & Serve, Confirmed Delivery, SVRS, Microsoft Word, Excel and Power Point.

Provides quarterly statistics for the State of Indiana.

Obtains filed records for the Courts and/or individuals.

Performs various clerical duties, such as typing various documents, scanning, inputting data entry, and retrieving mail and distribution as required.

Answers requests for records/documents including obtaining copies of various records for Courts, abstractors, genealogists and the public.

Participates in all phases of elections. Training of poll workers, maintain the voting equipment, set-up and return of equipment on Election Day, tabulation of all ballots to insure an accurate election.

Carefully check and send out all travel board, absentee, and military ballot applications and securely maintains returned voted ballots.

Issues and records all Vigo county marriage licenses. Maintains the permanent records of all marriage licenses.

Receives and receipts fees, certifies copies of records.

Organizes files in assigned areas of Courthouse, Community Corrections and Records Warehouse to ensure efficient retrieval.

Manually and/or computer searches records by name for file retrieval.

Prepares invoices and receives payments from abstractor's offices.

Performs duties of co-workers as needed or to maintain department operations. Cross training is required.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED (College Degree and/or managerial experience preferred)

Ability to meet all employer and Department hiring requirements, including passage of a drug test.

Experience and knowledge of standard accounting practices and principles, with ability to assure proper preparation and maintenance of finance ledgers, statements and financial records. Ability to maintain and store financial records.

Working knowledge of standard office procedures and computer software programs used by the Clerk's office, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard policies, practices and legal requirements of the Department, with ability to effectively respond to inquiries, receive payments, and apply appropriate procedures accordingly.

Knowledge of Standard English grammar, spelling and punctuation, and ability to prepare correspondence, documents and written reports as required.

Knowledge of basic filing systems and ability to create and maintain accurate and complete Department files.

Ability to properly operate standard office equipment, such as computer, scanner, calculator, credit machine, fax machine, copier and telephone.

Ability to understand, memorize, retain, and carry out verbal and written instructions and present findings in oral or written form.

Ability to effectively communicate orally and in writing with co-workers, other county departments, State agencies, Attorneys and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out verbal and written instructions and present findings in oral or written form.

Ability to multi-task and prioritize filings in order of time sensitivity as to not delay court functions.

Ability to compare or observe similarities and differences in data, compile, collate or classify data, coordinate and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to apply knowledge of people and/or locations, and plan/layout assigned work projects.

Ability to perform arithmetic calculations and accounting principles.

Ability to provide public access to and maintain confidentiality of department information and records according to State and Federal requirements and laws.

Ability to work extended hours for daily work, special projects and elections.

Ability to pass a background check as a federal requirement to working Child Support. Also must be willing to be finger printed under the same federal requirement.

## **II. RESPONSIBILITY:**

Incumbent performs duties according to a flexible, customary routine with work priorities primarily determined by supervisor. Assignments are guided by definite objectives using a variety of methods or procedures. Periodically, decisions are made in the absence of specific policies, and/or guidance from supervisor. Errors in work are primarily prevented through standard audit controls, bookkeeping checks and detected through notification from other departments, agencies, or the public. Undetected errors could result in work delays in other departments or agencies, or inconvenience to other agencies or the public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, State agencies, Attorneys and the public for purposes of exchanging information.

Incumbent reports directly to their Supervisor Deputy Clerk.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting/walking at will, lifting/carrying objects weighing up to 50 pounds, bending, reaching, crouching/kneeling, keyboarding, close/far vision, color/depth perception, handling/grasping objects, speaking clearly, and hearing sounds/communication. Incumbent occasionally works extended hours.

## **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Assistant Supervisor Deputy Clerk for the Clerk's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading the job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes\_\_\_\_\_ NO\_\_\_\_\_

Explanation if "yes" \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant/Employee Signature

Date

\_\_\_\_\_  
Print or Type Name

## **POSITION DESCRIPTION COUNTY OF VIGO, INDIANA**

**POSITION:** Deputy Clerk Supervisor  
**DEPARTMENT:** Clerk  
**DIVISION:** Main Office  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** May, 2021

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Deputy Clerk Supervisor for the Vigo County Clerk's Office, responsible for supervising Deputy Clerks along with preparing and maintaining accurate Court Records, establishing juvenile, CHINS, criminal and civil cases and assisting the public in all facets of the Court processes. Responsible for all financial and bookkeeping according to Court orders and State statutes. In addition the Deputy Clerk Supervisor is responsible for all phases of the Election process.

### **DUTIES:**

Plans and schedules events for the various departments.

Attend regularly scheduled supervisor's meetings.

Plan and discuss the budget for the various departments.

Conduct training sessions for various department workers.

Submit reports to Odyssey, File & Serve, ISETS, INvest, SVRS and other state entities.

Attend state and regional conferences and training workshops.

Monitor work-loads and distribute the work as evenly as possible to the various Deputy Clerks.

Attend County Council & Commissioner meetings and report to the other supervisors.

Completes annual Deputy Clerk's evaluations.

Maintains election and office inventory.

Maintain a harmonious work environment.

Attend Election meetings and coordinate election processes.

Approves time off requests.

Issue disciplinary actions, verbal and written. Present for terminations with the Chief Deputy and/or Office Manager.

Write training manuals and conduct training sessions for their departments. Also, writes manuals and conducts election training of staff and poll workers.

Assist the Deputy Clerks in all of the duties listed below:

Answers telephone and greets office visitors, determines nature of the call, responds to inquiries, provides information and assistance. Takes messages and/or directs call to appropriate individual or department office.

Conducts data entry of Court documents such as Judgments, Mortgage Foreclosures, Court Costs, fines and fees, bonds and restitutions. Maintains various ledgers/spreadsheets, including credit card payments, records receipts, disbursements and daily deposits. Accesses fee bills issued by the Courts. Read and interpret orders from the Courts for entry into financial. Maintain and track voided checks, check register and daily, monthly and yearly reports. Retrieves bond payments and related paperwork from the Jail daily and processes payments, including recording City of Terre Haute Clerk's paperwork for bonds. Receipts mail, walk-in and credit card payments on judgment, bond, criminal fees, court costs, restitutions, child support and filing fees. Prepares daily deposit for the bank, combining up to 15 cash tills into one deposit, making sure all tills are balanced. Prepares praecipe for Sheriff Sales on mortgage foreclosures. Processes all disbursements according to the Court orders and State statutes. Preparation of bank reconciliation. Retention and storage of all financial documentation. Writes Special Order of the Court for release of unclaimed property held by the State.

Completes documents for the assigned courts including processing (sort, stamp, open and distribution) incoming and outgoing mail (including electronic and conventional) and filing loose papers in the correct court files.

Prepares and compiles new case files including court file marking of documents and assigning new court cases and/case numbers. Gathers and prepares court case histories and receives various court fees.

Records and processes various court orders, including but not limited to, preparing orders received from the courts and providing copies to all involved parties. Prepares and prints the chronological case summaries (CCS). Enters various information into appropriate computer programs, such as bankruptcies, release and satisfactions, fee bill, and Court orders. Processes events into the case summaries to become permanent record of the Court.

Processes various court documents, including, but not limited to, summons, warrants and subpoenas, proceeding supplementals, petitions, motions, estates, guardianships and appeals.

Maintains files and filing system, including maintaining files in chronological and numerical order.

Processes and maintains information in state systems such as Odyssey, INCITE, ISETS, INvest, File & Serve, Confirmed Delivery, SVRS, Microsoft Word, Excel and Power Point.

Provides quarterly statistics for the State of Indiana.

Obtains filed records for the Courts and/or individuals.

Performs various clerical duties, such as typing various documents, scanning, imputing data entry, and retrieving mail and distribution as required.

Answers requests for records/documents including obtaining copies of various records for Courts, abstractors, genealogists and the public.

Participates in all phases of elections. Training of poll workers, maintain the voting equipment, set-up and return of equipment on Election Day, tabulation of all ballots to insure an accurate election.

Carefully check and send out all travel board, absentee, and military ballot applications and securely maintains returned voted ballots.

Issues and records all Vigo county marriage licenses. Maintains the permanent records of all marriage licenses.

Receives and receipts fees, certifies copies of records.

Organizes files in assigned areas of Courthouse, Community Corrections and the Records Warehouse to ensure efficient retrieval.

Manually and/or computer searches records by name for file retrieval.

Prepares invoices and receives payments from abstractor's offices.

Performs duties of co-workers as needed or to maintain department operations. Cross training is required.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED (College Degree and/or managerial experience preferred)

Ability to meet all employer and Department hiring requirements, including passage of a drug test.

Experience and knowledge of standard accounting practices and principles, with ability to assure proper preparation and maintenance of finance ledgers, statements and financial records. Ability to maintain and store financial records.

Working knowledge of standard office procedures and computer software programs used by the Clerk's office, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard policies, practices and legal requirements of the Department, with ability to effectively respond to inquiries, receive payments, and apply appropriate procedures accordingly.

Knowledge of Standard English grammar, spelling and punctuation, and ability to prepare correspondence, documents and written reports as required.

Knowledge of basic filing systems and ability to create and maintain accurate and complete Department files.

Ability to properly operate standard office equipment, such as computer, scanner, calculator, credit machine, fax machine, copier and telephone.

Ability to understand, memorize, retain, and carry out verbal and written instructions and present findings in oral or written form.

Ability to effectively communicate orally and in writing with co-workers, other county departments, State agencies, Attorneys and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out verbal and written instructions and present findings in oral or written form.

Ability to multi-task and prioritize filings in order of time sensitivity as to not delay court functions.

Ability to compare or observe similarities and differences in data, compile, collate or classify data, coordinate and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.



Ability to apply knowledge of people and/or locations, and plan/layout assigned work projects.

Ability to perform arithmetic calculations and accounting principles.

Ability to provide public access to and maintain confidentiality of department information and records according to State and Federal requirements and laws.

Ability to work extended hours for daily work, special projects and elections.

Ability to pass a background check as a federal requirement to working Child Support. Also must be willing to be finger printed under the same federal requirement.

Ability to exhibit leadership one on one and/or with large groups. Must be prepared and organized at all times.

## **II. RESPONSIBILITY:**

Incumbent performs duties according to a flexible, customary routine with work priorities primarily determined by supervisor. Assignments are guided by definite objectives using a variety of methods or procedures. Periodically, decisions are made in the absence of specific policies, and/or guidance from supervisor. Errors in work are primarily prevented through standard audit controls, bookkeeping checks and detected through notification from other departments, agencies, or the public. Undetected errors could result in work delays in other departments or agencies, or inconvenience to other agencies or the public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, State agencies, Attorneys and the public for purposes of exchanging information.

Incumbent reports directly to the Office Manager and/or Chief Deputy Clerk.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting/walking at will, lifting/carrying objects weighing up to 50 pounds, bending, reaching, crouching/kneeling, keyboarding, close/far vision, color/depth perception, handling/grasping objects, speaking clearly, and hearing sounds/communication. Incumbent occasionally works extended hours.

## **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Supervisor Deputy Clerk for the Clerk's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for

reading the job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ NO \_\_\_\_\_

Explanation if "yes" \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant/Employee Signature

Date

\_\_\_\_\_  
Print or Type Name



# COMPLIANCE WITH STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51765 (R5 / 1-21)

Prescribed by the Department of Local Government Finance

## PRIVACY NOTICE

This form contains confidential information pursuant to IC 6-1.1-35-9 and IC 6-1.1-12.1-5.6.

FORM CF-1 / PP

JANUARY 1, 2021

- INSTRUCTIONS:**
1. Property owners whose Statement of Benefits was approved must file this form with the local Designating Body to show the extent to which there has been compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
  2. This form must be filed with the Form 103-ERA Schedule of Deduction from Assessed Value between January 1, and May 17, 2021, unless a filing extension under IC 6-1.1-3.7 has been granted. A person who obtains a filing extension must file between January 1, and the extended due date of each year.
  3. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance (CF-1).

SECTION 1 TAXPAYER INFORMATION								
Name of taxpayer Steel Dynamics Heartland, LLC						County Vigo		
Address of taxpayer (street and number, city, state and ZIP code) 455 W Industrial Drive Terre Haute IN 47802						DLGF taxing district number 84024		
Name of contact person Matthew Peters						Telephone number 260-969-3500		
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY								
Name of designating body Vigo County Council				Resolution number 2009-06		Estimated start date (month, day, year)		
Location of property 455 West Industrial Drive Terre Haute IN 47802						Actual start date (month, day, year)		
Description of new manufacturing equipment, or new research and development equipment, or new information technology equipment, or new logistical distribution equipment to be acquired. See attachment for equipment listing						Estimated completion date (month, day, year)		
						Actual completion date (month, day, year)		
SECTION 3 EMPLOYEES AND SALARIES								
EMPLOYEES AND SALARIES						AS ESTIMATED ON SB-1		ACTUAL
Current number of employees						207		226
Salaries						10,800,000		25,378,469
Number of employees retained						207		207
Salaries						10,800,000		10,800,000
Number of additional employees								
Salaries								
SECTION 4 COST AND VALUES								
AS ESTIMATED ON SB-1	MANUFACTURING EQUIPMENT		R & D EQUIPMENT		LOGIST DIST EQUIPMENT		IT EQUIPMENT	
	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values before project	65,403,858	18,937,190						
Plus: Values of proposed project	8,750,000	3,124,490						
Less: Values of any property being replaced	3,485,000	1,045,649						
Net values upon completion of project	70,668,858	21,016,031						
ACTUAL	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values before project	61,325,075	15,628,777						
Plus: Values of proposed project	6,931,651	1,770,302						
Less: Values of any property being replaced								
Net values upon completion of project	68,256,726	17,399,079						
NOTE: The COST of the property is confidential pursuant to IC 6-1.1-12.1-5.6 (c).								
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER								
WASTE CONVERTED AND OTHER BENEFITS						AS ESTIMATED ON SB-1		ACTUAL
Amount of solid waste converted								
Amount of hazardous waste converted								
Other benefits: \$8,750,000 of abatable equipment								
SECTION 6 TAXPAYER CERTIFICATION								
I hereby certify that the representations in this statement are true.								
Signature of authorized representative <i>Matthew Peters</i>				Title Ass't Secretary		Date signed (month, day, year) 12 May 2021		

INSTRUCTIONS: (IC 6-1.1-12-5.9)

1. Within forty-five (45) days after receipt of this form, the designating body may determine whether or not the property owner has substantially complied with the Statement of Benefits.
2. If the property owner is found **NOT** to be in substantial compliance, the designating body shall send the property owner written notice. The notice must include the reasons for the determination and the date, time and place of a hearing to be conducted by the designating body. If a notice is mailed to a property owner, a copy of the written notice will be sent to the County Assessor and the County Auditor.
3. Based on the information presented at the hearing, the designating body shall determine whether or not the property owner has made reasonable effort to substantially comply with the Statement of Benefits and whether any failure to substantially comply was caused by factors beyond the control of the property owner.
4. If the designating body determines that the property owner has **NOT** made reasonable effort to comply, then the designating body shall adopt a resolution terminating the deduction. The designating body shall immediately mail a certified copy of the resolution to: (1) the property owner; (2) the county auditor; and (3) the county assessor.

We have reviewed the CF-1 and find that:			
<input type="checkbox"/> the property owner <b>IS</b> in substantial compliance			
<input type="checkbox"/> the property owner <b>IS NOT</b> in substantial compliance			
<input type="checkbox"/> other (specify) _____			
Reasons for the determination (attach additional sheets if necessary)			
Signature of authorized member			Date signed (month, day, year)
Attested by:		Designating body	
If the property owner is found not to be in substantial compliance, the property owner shall receive the opportunity for a hearing. The following date and time has been set aside for the purpose of considering compliance.			
Time of hearing	<input type="checkbox"/> AM <input type="checkbox"/> PM	Date of hearing (month, day, year)	Location of hearing
<b>HEARING RESULTS (to be completed after the hearing)</b>			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied (see instruction 5 above)			
Reasons for determination (attach additional sheets if necessary)			
Signature of authorized member			Date signed (month, day, year)
Attested by:		Designating body	
<b>APPEAL RIGHTS [IC 6-1.1-12.1-5.9(e)]</b>			
A property owner whose deduction is denied by the designating body may appeal the designating body's decision by filing a complaint in the office of the Circuit or Superior Court together with a bond conditioned to pay the costs of the appeal if the appeal is determined against the property owner.			



# COMPLIANCE WITH STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51765 (R5 / 1-21)

Prescribed by the Department of Local Government Finance

## PRIVACY NOTICE

This form contains confidential information pursuant to IC 6-1.1-35-9 and IC 6-1.1-12.1-5.6.

FORM CF-1 / PP

January 1, 2021

- INSTRUCTIONS:**
1. Property owners whose Statement of Benefits was approved must file this form with the local Designating Body to show the extent to which there has been compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
  2. This form must be filed with the Form 103-ERA Schedule of Deduction from Assessed Value between January 1 and May 1, 2021, unless a filing extension under IC 6-1.1-3.7 has been granted. A person who obtains a filing extension must file between January 1 and the extended due date of each year.
  3. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance (CF-1).

SECTION 1 TAXPAYER INFORMATION		
Name of taxpayer <b>ADVICS Manufacturing Indiana, LLC</b>		County <b>Vigo</b>
Address of taxpayer (number and street, city, state, and ZIP code) <b>10550 James Adams Street, Terre Haute, IN 47802</b>		DLGF taxing district number <b>84003</b>
Name of contact person <b>Ronda Clarke</b>		Telephone number <b>( 812 ) 298-1617</b>
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY		
Name of designating body <b>Vigo County Council</b>	Resolution number <b>2012</b>	Estimated start date (month, day, year) <b>3/1/2011</b>
Location of property <b>10550 James Adams Street, Terre Haute, IN 47802</b>		Actual start date (month, day, year)
Description of new manufacturing equipment, or new research and development equipment, or new information technology equipment, or new logistical distribution equipment to be acquired.		Estimated completion date (month, day, year) <b>3/1/2013</b>
		Actual completion date (month, day, year)

SECTION 3 EMPLOYEES AND SALARIES		
EMPLOYEES AND SALARIES	AS ESTIMATED ON SB-1	ACTUAL
Current number of employees	415	448
Salaries	14,541,000.00	19,606,429.00
Number of employees retained	415	415
Salaries	14,541,000.00	14,541,000.00
Number of additional employees	36	33
Salaries	1,050,000.00	5,065,429.00

SECTION 4 COST AND VALUES								
	MANUFACTURING EQUIPMENT		R & D EQUIPMENT		LOGIST DIST EQUIPMENT		IT EQUIPMENT	
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values before project	9,523,450.00							
Plus: Values of proposed project	15,266,000.00							
Less: Values of any property being replaced								
Net values upon completion of project	24,789,450.00							
ACTUAL	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values before project	51,917,805.00	15,575,342.00						
Plus: Values of proposed project	17,380,835.00	5,214,250.00						
Less: Values of any property being replaced								
Net values upon completion of project	69,298,640.00	20,789,592.00						

**NOTE:** The **COST** of the property is confidential pursuant to IC 6-1.1-12.1-5.6(c).

SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER		
WASTE CONVERTED AND OTHER BENEFITS	AS ESTIMATED ON SB-1	ACTUAL
Amount of solid waste converted		
Amount of hazardous waste converted		
Other benefits:		

SECTION 6 TAXPAYER CERTIFICATION		
I hereby certify that the representations in this statement are true.		
Signature of authorized representative <i>[Signature]</i>	Title <i>Agent</i>	Date signed (month, day, year) <i>5/7/2021</i>

**OPTIONAL: FOR USE BY A DESIGNATING BODY WHO ELECTS TO REVIEW THE COMPLIANCE WITH STATEMENT OF BENEFITS (FORM CF-1)**

INSTRUCTIONS: (IC 6-1.1-12.1-5.9)

1. Within forty-five (45) days after receipt of this form, the designating body may determine whether or not the property owner has substantially complied with the Statement of Benefits.
2. If the property owner is found **NOT** to be in substantial compliance, the designating body shall send the property owner written notice. The notice must include the reasons for the determination and the date, time and place of a hearing to be conducted by the designating body. If a notice is mailed to a property owner, a copy of the written notice will be sent to the county assessor and the county auditor.
3. Based on the information presented at the hearing, the designating body shall determine whether or not the property owner has made reasonable effort to substantially comply with the Statement of Benefits and whether any failure to substantially comply was caused by factors beyond the control of the property owner.
4. If the designating body determines that the property owner has **NOT** made reasonable effort to comply, then the designating body shall adopt a resolution terminating the deduction. The designating body shall immediately mail a certified copy of the resolution to: (1) the property owner, (2) the county auditor, and (3) the county assessor.

We have reviewed the CF-1 and find that:			
<input type="checkbox"/> the property owner <b>IS</b> in substantial compliance			
<input type="checkbox"/> the property owner <b>IS NOT</b> in substantial compliance			
<input type="checkbox"/> other (specify) _____			
Reasons for the determination (attach additional sheets if necessary)			
Signature of authorized member			Date signed (month, day, year)
Attested by:		Designating body	
If the property owner is found not to be in substantial compliance, the property owner shall receive the opportunity for a hearing. The following date and time has been set aside for the purpose of considering compliance.			
Time of hearing	<input type="checkbox"/> AM <input type="checkbox"/> PM	Date of hearing (month, day, year)	Location of hearing

HEARING RESULTS (to be completed after the hearing)			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied (see instruction 5 above)			
Reasons for the determination (attach additional sheets if necessary)			
Signature of authorized member			Date signed (month, day, year)
Attested by:		Designating body	
APPEAL RIGHTS [IC 6-1.1-12.1-5.9(e)]			
A property owner whose deduction is denied by the designating body may appeal the designating body's decision by filing a complaint in the office of the clerk of Circuit or Superior Court together with a bond conditioned to pay the costs of the appeal if the appeal is determined against the property owner.			



# COMPLIANCE WITH STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51765 (R5 / 1-21)

Prescribed by the Department of Local Government Finance

**PRIVACY NOTICE**  
This form contains confidential  
information pursuant to  
IC 6-1.1-35-9 and IC 6-1.1-12, 1-5.6.

**FORM CF-1 / PP**

**January 1, 2021**

- INSTRUCTIONS:**
1. Property owners whose Statement of Benefits was approved must file this form with the local Designating Body to show the extent to which there has been compliance with the Statement of Benefits. (IC 6-1.1-12 1-5.6)
  2. This form must be filed with the Form 103-ERA Schedule of Deduction from Assessed Value between January 1 and May 17, 2021, unless a filing extension under IC 6-1.1-3.7 has been granted. A person who obtains a filing extension must file between January 1 and the extended due date of each year.
  3. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance (CF-1).

SECTION 1 TAXPAYER INFORMATION									
Name of taxpayer <b>Verdeco Recycling Midwest, Inc.</b>						County <b>Vigo</b>			
Address of taxpayer (number and street, city, state, and ZIP code) <b>10535 James Adams Street, Terre Haute, IN 47802</b>						DLGF taxing district number <b>84-024</b>			
Name of contact person <b>Carmen Chivu</b>						Telephone number <b>(323) 537-4617</b>			
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY									
Name of designating body <b>Vigo County Council</b>					Resolution number <b>2014-01</b>		Estimated start date (month, day, year) <b>08/13/2014</b>		
Location of property <b>10535 James Adams Street, Terre Haute, IN 47802</b>					Actual start date (month, day, year) <b>08/13/2014</b>				
Description of new manufacturing equipment, or new research and development equipment, or new information technology equipment, or new logistical distribution equipment to be acquired.  See Attached					Estimated completion date (month, day, year) <b>12/31/2014</b>				
					Actual completion date (month, day, year) <b>12/31/2014</b>				
SECTION 3 EMPLOYEES AND SALARIES									
EMPLOYEES AND SALARIES						AS ESTIMATED ON SB-1		ACTUAL	
Current number of employees						0		31	
Salaries						0.00		1,436,584.00	
Number of employees retained						0		0	
Salaries						0.00		0.00	
Number of additional employees						24		31	
Salaries						986,000.00		1,436,584.00	
SECTION 4 COST AND VALUES									
AS ESTIMATED ON SB-1	MANUFACTURING EQUIPMENT		R & D EQUIPMENT		LOGIST DIST EQUIPMENT		IT EQUIPMENT		
	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	
Values before project									
Plus: Values of proposed project	5,701,329.00	1,995,470.00					96,400.00	33,470.00	
Less: Values of any property being replaced									
Net values upon completion of project	5,701,329.00	1,995,470.00					96,400.00	33,470.00	
ACTUAL	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	
Values before project									
Plus: Values of proposed project	6,533,910.00						188,728.00		
Less: Values of any property being replaced									
Net values upon completion of project	6,533,910.00						188,728.00		
<b>NOTE:</b> The COST of the property is confidential pursuant to IC 6-1.1-12.1-5.6(c).									
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER									
WASTE CONVERTED AND OTHER BENEFITS						AS ESTIMATED ON SB-1		ACTUAL	
Amount of solid waste converted									
Amount of hazardous waste converted									
Other benefits:									
SECTION 6 TAXPAYER CERTIFICATION									
I hereby certify that the representations in this statement are true.									
Signature of authorized representative 					Title <b>Chief Financial Officer</b>		Date signed (month, day, year) <b>04/29/2021</b>		

**OPTIONAL: FOR USE BY A DESIGNATING BODY WHO ELECTS TO REVIEW THE COMPLIANCE WITH STATEMENT OF BENEFITS (FORM CF-1)**

INSTRUCTIONS: (IC 6-1.1-12.1-5.9)

1. Within forty-five (45) days after receipt of this form, the designating body may determine whether or not the property owner has substantially complied with the Statement of Benefits.
2. If the property owner is found **NOT** to be in substantial compliance, the designating body shall send the property owner written notice. The notice must include the reasons for the determination and the date, time and place of a hearing to be conducted by the designating body. If a notice is mailed to a property owner, a copy of the written notice will be sent to the county assessor and the county auditor.
3. Based on the information presented at the hearing, the designating body shall determine whether or not the property owner has made reasonable effort to substantially comply with the Statement of Benefits and whether any failure to substantially comply was caused by factors beyond the control of the property owner.
4. If the designating body determines that the property owner has **NOT** made reasonable effort to comply, then the designating body shall adopt a resolution terminating the deduction. The designating body shall immediately mail a certified copy of the resolution to: (1) the property owner; (2) the county auditor; and (3) the county assessor.

We have reviewed the CF-1 and find that:

- ☐ the property owner **IS** in substantial compliance
- ☐ the property owner **IS NOT** in substantial compliance
- ☐ other (specify) \_\_\_\_\_

Reasons for the determination (attach additional sheets if necessary)

Signature of authorized member

Date signed (month, day, year)

Attested by:

Designating body

If the property owner is found not to be in substantial compliance, the property owner shall receive the opportunity for a hearing. The following date and time has been set aside for the purpose of considering compliance.

Time of hearing

- ☐ AM  
☐ PM

Date of hearing (month, day, year)

Location of hearing

**HEARING RESULTS (to be completed after the hearing)**

☐ Approved

☐ Denied (see instruction 5 above)

Reasons for the determination (attach additional sheets if necessary)

Signature of authorized member

Date signed (month, day, year)

Attested by:

Designating body

**APPEAL RIGHTS [IC 6-1.1-12.1-5.9(e)]**

A property owner whose deduction is denied by the designating body may appeal the designating body's decision by filing a complaint in the office of the clerk of Circuit or Superior Court together with a bond conditioned to pay the costs of the appeal if the appeal is determined against the property owner.





# COMPLIANCE WITH STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51765 (R5 / 1-21)

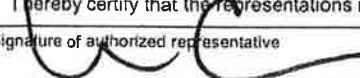
Prescribed by the Department of Local Government Finance

**PRIVACY NOTICE**  
This form contains confidential  
information pursuant to  
IC 6-1.1-35-9 and IC 6-1.1-12.1-5.6.

**FORM CF-1 / PP**

**January 1, 2021**

- INSTRUCTIONS:**
1. Property owners whose Statement of Benefits was approved must file this form with the local Designating Body to show the extent to which there has been compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
  2. This form must be filed with the Form 103-ERA Schedule of Deduction from Assessed Value between January 1 and May 17, 2021, unless a filing extension under IC 6-1.1-3.7 has been granted. A person who obtains a filing extension must file between January 1 and the extended due date of each year.
  3. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance (CF-1).

SECTION 1 TAXPAYER INFORMATION									
Name of taxpayer <b>Casey's Marketing Company</b>						County <b>Vigo</b>			
Address of taxpayer (number and street, city, state, and ZIP code) <b>One SE Convenience Blvd., Ankeny, IA 50021</b>						DLGF taxing district number <b>84-024</b>			
Name of contact person <b>Doug Beech</b>						Telephone number <b>(515 ) 965-6284</b>			
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY									
Name of designating body <b>Common Council of Vigo County</b>					Resolution number <b>2014-12</b>		Estimated start date (month, day, year) <b>01/01/2015</b>		
Location of property <b>One SE Convenience Blvd., Ankeny, IA 50021</b>							Actual start date (month, day, year)		
Description of new manufacturing equipment, or new research and development equipment, or new information technology equipment, or new logistical distribution equipment to be acquired.							Estimated completion date (month, day, year) <b>12/31/2019</b>		
							Actual completion date (month, day, year)		
SECTION 3 EMPLOYEES AND SALARIES									
EMPLOYEES AND SALARIES						AS ESTIMATED ON SB-1		ACTUAL	
Current number of employees						0		226	
Salaries						0.00		12,166,773.17	
Number of employees retained						0			
Salaries						0.00			
Number of additional employees						185		226	
Salaries						5,675,800.00		12,166,773.17	
SECTION 4 COST AND VALUES									
		MANUFACTURING EQUIPMENT		R & D EQUIPMENT		LOGIST DIST EQUIPMENT		IT EQUIPMENT	
AS ESTIMATED ON SB-1		COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values before project									
Plus: Values of proposed project						4,400,000.00		200,000.00	
Less: Values of any property being replaced									
Net values upon completion of project									
ACTUAL		COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values before project									
Plus: Values of proposed project						4,399,885	1,055,972	199,994	47,999
Less: Values of any property being replaced									
Net values upon completion of project						4,399,885	1,055,972	199,994	47,999
<b>NOTE:</b> The <b>COST</b> of the property is confidential pursuant to IC 6-1.1-12.1-5.6(c).									
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER									
WASTE CONVERTED AND OTHER BENEFITS						AS ESTIMATED ON SB-1		ACTUAL	
Amount of solid waste converted									
Amount of hazardous waste converted									
Other benefits:									
SECTION 6 TAXPAYER CERTIFICATION									
I hereby certify that the representations in this statement are true.									
Signature of authorized representative  <b>Michelle C. Kimbrell</b> <b>859-269-1649</b> <b>mckimbrell@intax.com</b>					Title <b>VP, PROPERTY TAX</b>		Date signed (month, day, year) <b>5/13/2021</b>		

FOR USE BY A DESIGNATING BODY WHO ELECTS TO REVIEW THE COMPLIANCE WITH STATEMENT OF BENEFITS (FORM CF-1)

INSTRUCTIONS: (IC 6-1.1-12.1-5.9)

1. Within forty-five (45) days after receipt of this form, the designating body may determine whether or not the property owner has substantially complied with the Statement of Benefits.
2. If the property owner is found **NOT** to be in substantial compliance, the designating body shall send the property owner written notice. The notice must include the reasons for the determination and the date, time and place of a hearing to be conducted by the designating body. If a notice is mailed to a property owner, a copy of the written notice will be sent to the county assessor and the county auditor.
3. Based on the information presented at the hearing, the designating body shall determine whether or not the property owner has made reasonable effort to substantially comply with the Statement of Benefits and whether any failure to substantially comply was caused by factors beyond the control of the property owner.
4. If the designating body determines that the property owner has **NOT** made reasonable effort to comply, then the designating body shall adopt a resolution terminating the deduction. The designating body shall immediately mail a certified copy of the resolution to: (1) the property owner; (2) the county auditor; and (3) the county assessor.

We have reviewed the CF-1 and find that:

- ☐ the property owner **IS** in substantial compliance
- ☐ the property owner **IS NOT** in substantial compliance
- ☐ other (specify) \_\_\_\_\_

Reasons for the determination (attach additional sheets if necessary)

Signature of authorized member

Date signed (month, day, year)

Attested by:

Designating body

If the property owner is found not to be in substantial compliance, the property owner shall receive the opportunity for a hearing. The following date and time has been set aside for the purpose of considering compliance.

Time of hearing

- ☐ AM  
☐ PM

Date of hearing (month, day, year)

Location of hearing

**HEARING RESULTS (to be completed after the hearing)**

- ☐ Approved ☐ Denied (see instruction 5 above)

Reasons for the determination (attach additional sheets if necessary)

Signature of authorized member

Date signed (month, day, year)

Attested by:

Designating body

**APPEAL RIGHTS [IC 6-1.1-12.1-5.9(e)]**

A property owner whose deduction is denied by the designating body may appeal the designating body's decision by filing a complaint in the office of the clerk of Circuit or Superior Court together with a bond conditioned to pay the costs of the appeal if the appeal is determined against the property owner.



# COMPLIANCE WITH STATEMENT OF BENEFITS REAL ESTATE IMPROVEMENTS

State Form 51766 (R4 / 1-21)

Prescribed by the Department of Local Government Finance

20 21 PAY 20 22

FORM CF-1 / Real Property

## INSTRUCTIONS:

1. This form does not apply to property located in a residentially distressed area or any deduction for which the Statement of Benefits was approved before July 1, 1991.
2. Property owners must file this form with the county auditor and the designating body for their review regarding the compliance of the project with the Statement of Benefits (Form SB-1/Real Property).
3. This form must accompany the initial deduction application (Form 322/RE) that is filed with the county auditor.
4. This form must also be updated each year in which the deduction is applicable. It is filed with the county auditor and the designating body before May 17, 2021, or by the due date of the real property owner's personal property return that is filed in the township where the property is located. (IC 6-1.1-12.1-5.3(j))
5. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (Form CF-1/Real Property).

**PRIVACY NOTICE**  
The cost and any specific individual's salary information is confidential; the balance of the filing is public record per IC 6-1.1-12.1-5.3 (k) and (l).

MAY 17 2021

VIGO COUNTY AUDITOR

SECTION 1		TAXPAYER INFORMATION	
Name of taxpayer <b>Casey's Marketing Company</b>		County <b>Vigo</b>	
Address of taxpayer (number and street, city, state, and ZIP code) <b>One S.E. Convenience Blvd., Ankeny, IA 50021</b>		DLGF taxing district number <b>84-024</b>	
Name of contact person <b>Doug Beech</b>		Telephone number ( 515 ) 965-6284	
SECTION 2		LOCATION AND DESCRIPTION OF PROPERTY	
Name of designating body <b>County Council of Vigo County</b>		Resolution number <b>2014-03</b>	Estimated start date (month, day, year) <b>08/01/2014</b>
Location of property <b>Vigo County Industrial Park - 400 W INDUSTRIAL DRIVE</b>		Actual start date (month, day, year)	
Description of real property improvements <b>Construction of an approximate 250,000 to 300,000 square foot warehouse distribution facility.</b>		Estimated completion date (month, day, year) <b>12/31/2019</b>	
		Actual completion date (month, day, year)	
SECTION 3		EMPLOYEES AND SALARIES	
EMPLOYEES AND SALARIES		AS ESTIMATED ON SB-1	ACTUAL
Current number of employees	0		226
Salaries	0.00		\$12,166,773.17
Number of employees retained	0		
Salaries	0.00		
Number of additional employees	185		226
Salaries	\$5,675,800.00		\$12,166,773.17
SECTION 4		COST AND VALUES	
COST AND VALUES		REAL ESTATE IMPROVEMENTS	
AS ESTIMATED ON SB-1		COST	ASSESSED VALUE
Values before project			
Plus: Values of proposed project		\$22,000,000.00	
Less: Values of any property being replaced			
Net values upon completion of project			
ACTUAL		COST	ASSESSED VALUE
Values before project			
Plus: Values of proposed project		29,567,913	
Less: Values of any property being replaced			
Net values upon completion of project		29,567,913	
SECTION 5			
WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER			
WASTE CONVERTED AND OTHER BENEFITS		AS ESTIMATED ON SB-1	ACTUAL
Amount of solid waste converted			
Amount of hazardous waste converted			
Other benefits:			
SECTION 6			
TAXPAYER CERTIFICATION			
I hereby certify that the representations in this statement are true.			
Signature of authorized representative 		Title <b>Michelle C. Kimbrell</b> <b>859-269-1649</b> <b>mckimbrell@intax.com</b>	Date signed (month, day, year) <b>VP, PROPERTY TAX</b> <b>5/13/2021</b>

**OPTIONAL: FOR USE BY A DESIGNATING BODY WHO ELECTS TO REVIEW THE COMPLIANCE WITH STATEMENT OF BENEFITS (FORM CF-1)  
THAT WAS APPROVED AFTER JUNE 30, 1991**

INSTRUCTIONS: (IC 6-1.1-12.1-5.3 and IC 6-1.1-12.1-5.9)

1. Not later than forty-five (45) days after receipt of this form, the designating body may determine whether or not the property owner has substantially complied with the Statement of Benefits (Form SB-1/Real Property).
2. If the property owner is found **NOT** to be in substantial compliance, the designating body shall send the property owner written notice. The notice must include the reasons for the determination and the date, time and place of a hearing to be conducted by the designating body. The date of this hearing may not be more than thirty (30) days after the date this notice is mailed. A copy of the notice may be sent to the county auditor and the county assessor.
3. Based on the information presented at the hearing, the designating body shall determine whether or not the property owner has made reasonable efforts to substantially comply with the Statement of Benefits (Form SB-1/Real Property) and whether any failure to substantially comply was caused by factors beyond the control of the property owner.
4. If the designating body determines that the property owner has **NOT** made reasonable efforts to comply, then the designating body shall adopt a resolution terminating the property owner's deduction. If the designating body adopts such a resolution, the deduction does not apply to the next installment of property taxes owed by the property owner or to any subsequent installment of property taxes. The designating body shall immediately mail a certified copy of the resolution to: (1) the property owner; (2) the county auditor; and (3) the county assessor.

We have reviewed the CF-1 and find that:

- ☐ the property owner **IS** in substantial compliance
- ☐ the property owner **IS NOT** in substantial compliance
- ☐ other (specify) \_\_\_\_\_

Reasons for the determination (attach additional sheets if necessary)

Signature of authorized member

Date signed (month, day, year)

Attested by:

Designating body

If the property owner is found not to be in substantial compliance, the property owner shall receive the opportunity for a hearing. The following date and time has been set aside for the purpose of considering compliance. (Hearing must be held within thirty (30) days of the date of mailing of this notice.)

Time of hearing

- ☐ AM  
☐ PM

Date of hearing (month, day, year)

Location of hearing

**HEARING RESULTS (to be completed after the hearing)**

☐ Approved

☐ Denied (see instruction 4 above)

Reasons for the determination (attach additional sheets if necessary)

Signature of authorized member

Date signed (month, day, year)

Attested by:

Designating body

**APPEAL RIGHTS [IC 6-1.1-12.1-5.9(e)]**

A property owner whose deduction is denied by the designating body may appeal the designating body's decision by filing a complaint in the office of the Circuit or Superior Court together with a bond conditioned to pay the costs of the appeal if the appeal is determined against the property owner.



# COMPLIANCE WITH STATEMENT OF BENEFITS REAL ESTATE IMPROVEMENTS

State Form 51766 (R3 / 2-13)

Prescribed by the Department of Local Government Finance

20 21 PAY 20 22

FORM CF-1 / Real Property

## PRIVACY NOTICE

The cost and any specific individual's salary information is confidential; the balance of the filing is public record per IC 6-1.1-12.1-5 (c) and (d).

## INSTRUCTIONS:

1. This form does not apply to property located in a residentially distressed area or any deduction for which the Statement of Benefits was approved before July 1, 1991.
2. Property owners must file this form with the county auditor and the designating body for their review regarding the compliance of the project with the Statement of Benefits (Form SB-1/Real Property).
3. This form must accompany the initial deduction application (Form 322/RE) that is filed with the county auditor.
4. This form must also be updated each year in which the deduction is applicable. It is filed with the county auditor and the designating body before May 15, or by the due date of the real property owner's personal property return that is filed in the township where the property is located. (IC 6-1.1-12.1-5.1(b))
5. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (Form CF-1/Real Property).

**F**

MAY 17 2021

**D**

SECTION 1 TAXPAYER INFORMATION			
Name of taxpayer <b>FUTUREX INDUSTRIES, INC.</b>		VIGO COUNTY AUDITOR <b>VIGO</b>	
Address of taxpayer (number and street, city, state, and ZIP code) <b>P.O. BOX 158, BLOOMINGDALE, IN 47832</b>		DLGF taxing district number <b>84024</b>	
Name of contact person <b>DOUG WILSON</b>		Telephone number <b>( 765 ) 498-3900</b>	
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY			
Name of designating body <b>VIGO COUNTY COUNCIL</b>		Resolution number <b>2019-2</b>	Estimated start date (month, day, year) <b>03/01/2019</b>
Location of property <b>10000 SOUTH CARLISLE STREET, TERRE HAUTE, IN 47802</b>		Actual start date (month, day, year) <b>03/01/2019</b>	
Description of real property improvements <b>24,000 SQ FOOT BUILDING - STEEL - FOR CUSTOM PLASTIC EXTRUSION ADJACENT - SOUTH OF CURRENT BUILDING</b>		Estimated completion date (month, day, year) <b>12/31/2019</b>	
		Actual completion date (month, day, year) <b>12/31/2019</b>	
SECTION 3 EMPLOYEES AND SALARIES			
EMPLOYEES AND SALARIES		AS ESTIMATED ON SB-1	ACTUAL
Current number of employees		29	42
Salaries		15.00	16.54
Number of employees retained		29	29
Salaries		15.00	17.28
Number of additional employees		8	13
Salaries		12.00	12.62
SECTION 4 COST AND VALUES			
COST AND VALUES		REAL ESTATE IMPROVEMENTS	
AS ESTIMATED ON SB-1		COST	ASSESSED VALUE
Values before project		1,800,000.00	1,168,500.00
Plus: Values of proposed project		1,070,000.00	1,370,000.00
Less: Values of any property being replaced		0.00	0.00
Net values upon completion of project		3,170,000.00	2,538,500.00
ACTUAL		COST	ASSESSED VALUE
Values before project		1,800,000.00	1,436,300.00
Plus: Values of proposed project		833,525.00	813,200.00
Less: Values of any property being replaced		0.00	0.00
Net values upon completion of project		2,633,525.00	2,249,500.00
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER			
WASTE CONVERTED AND OTHER BENEFITS		AS ESTIMATED ON SB-1	ACTUAL
Amount of solid waste converted		0.00	0.00
Amount of hazardous waste converted		0.00	0.00
Other benefits:		0.00	0.00
SECTION 6 TAXPAYER CERTIFICATION			
I hereby certify that the representations in this statement are true.			
Signature of authorized representative <i>Doug Wilson</i>		Title <i>Director of Finance</i>	Date signed (month, day, year) <i>5-12-2021</i>

84-13-03100-003.000-024

**OPTIONAL: FOR USE BY A DESIGNATING BODY WHO ELECTS TO REVIEW THE COMPLIANCE WITH STATEMENT OF BENEFITS (FORM CF-1)  
THAT WAS APPROVED AFTER JUNE 30, 1991**

INSTRUCTIONS: (IC 6-1.1-12.1-5.1 and IC 6-1.1-12.1-5.9)

1. Not later than forty-five (45) days after receipt of this form, the designating body may determine whether or not the property owner has substantially complied with the Statement of Benefits (Form SB-1/Real Property).
2. If the property owner is found **NOT** to be in substantial compliance, the designating body shall send the property owner written notice. The notice must include the reasons for the determination and the date, time and place of a hearing to be conducted by the designating body. The date of this hearing may not be more than thirty (30) days after the date this notice is mailed. A copy of the notice may be sent to the county auditor and the county assessor.
3. Based on the information presented at the hearing, the designating body shall determine whether or not the property owner has made reasonable efforts to substantially comply with the Statement of Benefits (Form SB-1/Real Property) and whether any failure to substantially comply was caused by factors beyond the control of the property owner.
4. If the designating body determines that the property owner has **NOT** made reasonable efforts to comply, then the designating body shall adopt a resolution terminating the property owner's deduction. If the designating body adopts such a resolution, the deduction does not apply to the next installment of property taxes owed by the property owner or to any subsequent installment of property taxes. The designating body shall immediately mail a certified copy of the resolution to: (1) the property owner; (2) the county auditor; and (3) the county assessor.

We have reviewed the CF-1 and find that:

- ☐ the property owner **IS** in substantial compliance
- ☐ the property owner **IS NOT** in substantial compliance
- ☐ other (specify) \_\_\_\_\_

Reasons for the determination (attach additional sheets if necessary)

Signature of authorized member

Date signed (month, day, year)

Attested by:

Designating body

If the property owner is found not to be in substantial compliance, the property owner shall receive the opportunity for a hearing. The following date and time has been set aside for the purpose of considering compliance. (Hearing must be held within thirty (30) days of the date of mailing of this notice.)

Time of hearing

- ☐ AM  
☐ PM

Date of hearing (month, day, year)

Location of hearing

**HEARING RESULTS (to be completed after the hearing)**

☐ Approved

☐ Denied (see instruction 4 above)

Reasons for the determination (attach additional sheets if necessary)

Signature of authorized member

Date signed (month, day, year)

Attested by:

Designating body

**APPEAL RIGHTS [IC 6-1.1-12.1-5.9(e)]**

A property owner whose deduction is denied by the designating body may appeal the designating body's decision by filing a complaint in the office of the Circuit or Superior Court together with a bond conditioned to pay the costs of the appeal if the appeal is determined against the property owner.



# COMPLIANCE WITH STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51765 (R5 / 1-21)

Prescribed by the Department of Local Government Finance

**PRIVACY NOTICE**  
This form contains confidential  
information pursuant to  
IC 6-1.1-35-9 and IC 6-1.1-12.1-5.6.

**FORM CF-1 / PP**

**January 1, 2021**

- INSTRUCTIONS:**
1. Property owners whose Statement of Benefits was approved must file this form with the local Designating Body to show the extent to which there has been compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
  2. This form must be filed with the Form 103-ERA Schedule of Deduction from Assessed Value between January 1 and May 17, 2021, unless a filing extension under IC 6-1.1-3.7 has been granted. A person who obtains a filing extension must file between January 1 and the extended due date of each year.
  3. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance (CF-1).

SECTION 1 TAXPAYER INFORMATION									
Name of taxpayer <b>Verdeco Recycling Midwest, Inc.</b>						County <b>Vigo</b>			
Address of taxpayer (number and street, city, state, and ZIP code) <b>10535 James Adams Street, Terre Haute, IN 47802</b>						DLGF taxing district number <b>84-024</b>			
Name of contact person <b>Carmen Chivu</b>						Telephone number <b>(323) 537-4617</b>			
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY									
Name of designating body <b>Vigo County Council</b>					Resolution number <b>2019-08</b>		Estimated start date (month, day, year) <b>06/01/2019</b>		
Location of property <b>10535 James Adams Street, Terre Haute, IN 47802</b>					Actual start date (month, day, year) <b>06/01/2019</b>				
Description of new manufacturing equipment, or new research and development equipment, or new information technology equipment, or new logistical distribution equipment to be acquired.  <b>See Attached</b>					Estimated completion date (month, day, year) <b>09/01/2019</b>				
					Actual completion date (month, day, year) <b>12/31/2019</b>				
SECTION 3 EMPLOYEES AND SALARIES									
EMPLOYEES AND SALARIES						AS ESTIMATED ON SB-1		ACTUAL	
Current number of employees						32		31	
Salaries						1,678,000.00		1,436,584.00	
Number of employees retained						32		31	
Salaries						1,678,000.00		1,436,584.00	
Number of additional employees						1		0	
Salaries						60,000.00		0.00	
SECTION 4 COST AND VALUES									
		MANUFACTURING EQUIPMENT		R & D EQUIPMENT		LOGIST DIST EQUIPMENT		IT EQUIPMENT	
AS ESTIMATED ON SB-1		COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values before project									
Plus: Values of proposed project		4,880,000.00	1,708,000.00						
Less: Values of any property being replaced									
Net values upon completion of project		4,880,000.00	1,708,000.00						
ACTUAL		COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values before project									
Plus: Values of proposed project		4,086,410.00	1,634,564.00						
Less: Values of any property being replaced									
Net values upon completion of project		4,086,410.00	1,634,564.00						
<b>NOTE:</b> The <b>COST</b> of the property is confidential pursuant to IC 6-1.1-12.1-5.6(c).									
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER									
WASTE CONVERTED AND OTHER BENEFITS						AS ESTIMATED ON SB-1		ACTUAL	
Amount of solid waste converted									
Amount of hazardous waste converted									
Other benefits:									
SECTION 6 TAXPAYER CERTIFICATION									
I hereby certify that the representations in this statement are true.									
Signature of authorized representative 				Title <b>Chief Financial Officer</b>			Date signed (month, day, year) <b>04/29/2021</b>		



**OPTIONAL: FOR USE BY A DESIGNATING BODY WHO ELECTS TO REVIEW THE COMPLIANCE WITH STATEMENT OF BENEFITS (FORM CF-1)**

INSTRUCTIONS: (IC 6-1.1-12.1-5.9)

1. Within forty-five (45) days after receipt of this form, the designating body may determine whether or not the property owner has substantially complied with the Statement of Benefits.
2. If the property owner is found **NOT** to be in substantial compliance, the designating body shall send the property owner written notice. The notice must include the reasons for the determination and the date, time and place of a hearing to be conducted by the designating body. If a notice is mailed to a property owner, a copy of the written notice will be sent to the county assessor and the county auditor.
3. Based on the information presented at the hearing, the designating body shall determine whether or not the property owner has made reasonable effort to substantially comply with the Statement of Benefits and whether any failure to substantially comply was caused by factors beyond the control of the property owner.
4. If the designating body determines that the property owner has **NOT** made reasonable effort to comply, then the designating body shall adopt a resolution terminating the deduction. The designating body shall immediately mail a certified copy of the resolution to: (1) the property owner; (2) the county auditor; and (3) the county assessor.

We have reviewed the CF-1 and find that:			
<input type="checkbox"/> the property owner <b>IS</b> in substantial compliance <input type="checkbox"/> the property owner <b>IS NOT</b> in substantial compliance <input type="checkbox"/> other (specify) _____			
Reasons for the determination (attach additional sheets if necessary)			
Signature of authorized member			Date signed (month, day, year)
Attested by:		Designating body	
If the property owner is found not to be in substantial compliance, the property owner shall receive the opportunity for a hearing. The following date and time has been set aside for the purpose of considering compliance.			
Time of hearing	<input type="checkbox"/> AM <input type="checkbox"/> PM	Date of hearing (month, day, year)	Location of hearing

HEARING RESULTS (to be completed after the hearing)	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied (see instruction 5 above)	
Reasons for the determination (attach additional sheets if necessary)	
Signature of authorized member	
Date signed (month, day, year)	
Attested by:	Designating body
APPEAL RIGHTS [IC 6-1.1-12.1-5.9(e)]	
A property owner whose deduction is denied by the designating body may appeal the designating body's decision by filing a complaint in the office of the clerk of Circuit or Superior Court together with a bond conditioned to pay the costs of the appeal if the appeal is determined against the property owner.	